

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
INTERNSHIP DESCRIPTION FORM

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Office of Health Services Inspector General	
Location of Internship: Lansing, MI	
Intern Supervisor's Name(s): Stacie Sampson	
Intern Supervisor's Title(s): First Assistant Inspector General	
Intern Supervisor's Phone: 517-335-9510	Intern Supervisor's Email: sampsons2@michigan.gov

APPROVAL	
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (signature not required): Beau Hill

INTERNSHIP SCHEDULE	
Internship Time Period: Winter/Spring (Jan - Apr) - 2012	Internship Hours Requested Per Week: Negotiable

PREFERRED EDUCATION		
Major / Minor: Law Student - Research & Development		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: Strong legal research, writing, and analytical skills; statutory and procedural knowledge; knowledge of State debt collections laws and contract law; knowledge of computer applications (Microsoft Office, Powerpoint); ability to prepare documents and presentations; and excellent communication skills.		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION
Internship Title: Legal Intern - Collections Project Intern Responsibilities / Projects: <ul style="list-style-type: none"> – Perform legal research, analysis, and counsel necessary to design and implement a process to establish timely collection of mispayments from health care providers. – Identify standards, practices, and applicable law regarding debt collections.

APPLICATION PROCESS		
Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		
Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larner	LarnerT@michigan.gov
Policy & Planning	Shelly Murrell	MurrellS@michigan.gov
Operations	Nancy Houts	HoutsN@michigan.gov

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
INTERNSHIP DESCRIPTION FORM

Other	Shelly Murrell	MurrellS@michigan.gov
-------	----------------	--

For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships